



Ed-ID Frequently Asked Questions

This FAQ answers questions that Indiana Department of Education (IDOE) staff have received regarding the Ed-ID portal.

Number	Question	Answer
1	When will Ed-ID become available?	The Ed-ID portal went live on December 28, 2022. The STN Application Center is no longer utilized to officially assign student test numbers (STNs) or school personnel numbers (SPNs).
2	How will STNs and SPNs be created?	With Ed-ID, school personnel will no longer assign IDs locally. Instead, they'll utilize the Ed-ID portal to request IDs for students and staff. The new Ed-ID portal will continue to assign a unique, nine-character Ed-ID for a student. This ID will be assigned randomly rather than being assigned by the school, which utilized the next available number for that school. Staff will continue to have an eight-digit Ed-ID. Existing STNs and SPNs will still be valid and usable. IDOE will not be creating new Ed-IDs for existing students or staff.
3	What roles will have access to the Ed-ID tile in LINK?	Key staff such as Security Coordinators and Data Administrators will already have access to the Ed-ID portal. In addition to these roles, the roles of School Administrator and Data Viewer will have access. In addition, public/charter schools may assign the role of Local Educational Agency (LEA) Administrator.
4	My Student Information System (SIS) assigns an STN beginning with my school number. Will this continue?	With Ed-ID, schools no longer manually assign STN numbers that begin with their school numbers. The Ed-ID system will assign a nine character, unique ID which will begin with the letter 'T' for all newly created STNs. If the SIS vendor will be modifying their system to connect their SIS to IDOE's identities application programming interface (API), then all new STNs generated via the new API will also be nine characters and begin with the letter "T" for all newly created STNs.
5	Will my SIS vendor connect to the API?	Schools' SIS vendors have the ability to connect directly to IDOE's API to allow the SIS vendor system to request the Ed-ID directly through the local SIS. Many SIS vendors are working to connect their systems to IDOE's identities API at a later date. Vendors will be certifying these data as part of the certification process for Ed-FI v6 for SY 2024 and providing training on their systems. Users should anticipate using manual processes and user interfaces via the Ed-ID portal throughout the 2022-2023 school year. More information regarding the vendor badging process can be found online here .
6	Where can I find if a student has an STN?	You may search for the student via the new Ed-ID portal. If one does not already exist, you may request one within the Ed-ID portal and a new, unique Ed-ID will be created.
7	Who has access to Ed-ID?	Most school personnel who require access to Ed-ID already have the appropriate role setup. In addition to making Ed-ID available to Security Coordinators and Data Administrators, LEA Administrators, School Administrators and those with the Data Viewer permission will



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		also have the Ed-ID tile within the LINK Portal. Please contact your organization's Security Coordinator if you believe that you should have access to Ed-ID and do not.
8	Will I be able to upload a list of students to obtain new STNs?	Yes, you will be able to upload a list of students directly within the Ed-ID portal. This functionality will be released January 2023. You will be able to request an Ed-ID for a single student through the Ed-ID portal.
9	Will the new system still allow school districts to see who has previously enrolled a student?	Yes, districts will be able to see these data beginning in early spring 2023.
10	Non-public schools participating in the Choice Scholarship Program: What happens with a Period 2 Choice applicant who may not already have an STN?	Staff should log in to the new Ed-ID portal to request an Ed-ID for the students and make sure that this is the Ed-ID they utilize in their system. Newly created Ed-IDs will be available for use within the STN Application Center as well as other applications the following day.
10	What will the kindergarten round-up look like?	IDOE anticipates that kindergarten round-up for the 2023-2024 school year will be completed via uploads in Ed-ID. Users will be able to complete a .csv file to upload requests, then retrieve the newly assigned IDs via the portal. SIS vendor certification may not be complete to support the 2023-2024 kindergarten round-up.
11	How will we look up a teacher's SPN?	You may search for the staff member via the new Ed-ID portal. Licensed staff members and staff seeking licensure will utilize the Licence Verification and Information System (LVIS) to request/update their Ed-ID. The Ed-ID for staff, commonly referred to as the SPN, may also be found on an educator's license. The Ed-ID is to identify the educator and is different from a license number. Every licensed staff member will have an Ed-ID, however, not all staff who have an Ed-ID will be licensed. Please use the Educator License and Offense Lookup to find a license.
12	After a new STN is created, when can it be reported to Data Exchange?	As soon as the request is approved and schools have the Ed-ID, schools can enter the Ed-ID into their local student information system. For the 2022/2023 school year, there is a lag time of up to fifteen minutes after the STN is created until the student record is available for enrollment data to be submitted to Data Exchange. The same will be true for Ed-IDs for staff (SPNs). For the 2023/2024 school year, once the ID is created, the student record must be submitted to Data Exchange, followed by enrollment and the rest of the student information.
13	My school submits .csv templates to Data Exchange. Will	Schools that submit .csv templates to Data Exchange will first need to utilize the new Ed-ID template to request a student/staff Ed-ID be created. Templates used for Data Exchange student and staff reporting are different .csv templates.



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14	Will my new Ed-ID (STN or SPN) be created immediately?	Once a user submits a request to create a new Ed-ID, a search of existing IDs is first performed and the system assigns a score based on potential, existing matches found. If no records exist with a high match score, the request for a new Ed-ID will be auto-approved and created in the Ed-ID portal. If a potentially high match exists in the system, that match will be displayed back to you. If you request a new ID anyway, this will be queued for a support specialist to review and approve/deny.
15	Will we only see change requests for my school or the entire district?	The Ed-ID system is based on requests that come into the API from the education organization. For public schools, this education organization is the corporation. Therefore, persons assigned Ed-ID authorization at a school will see requests within Ed-ID for the corporation.

For additional information, please enter a helpdesk ticket at <https://help.doe.in.gov>

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